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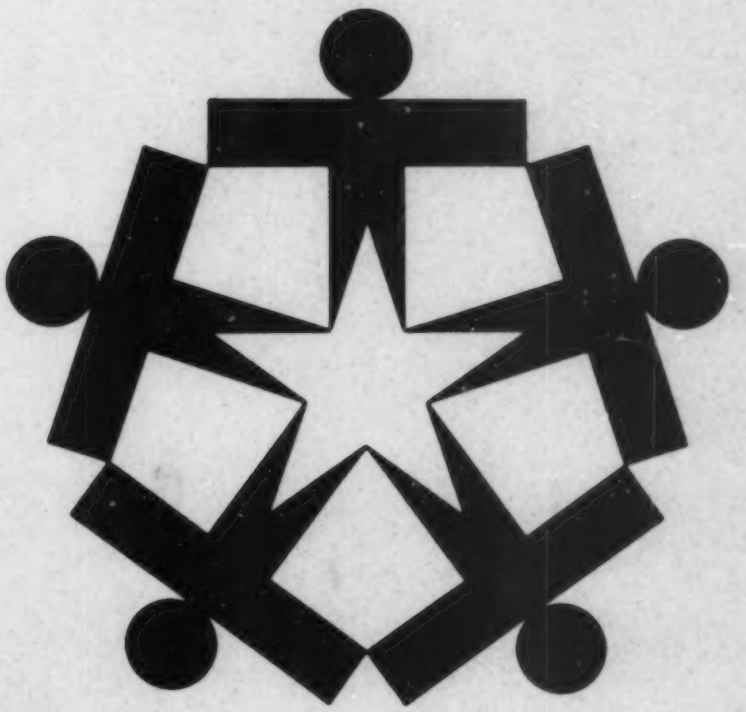

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ABSENTEEISM

1-1

Kuzmits, Frank E.

What to do about long-term absenteeism. Personnel administrator, 31:93+, October 1986.

Descriptors: *Absenteeism control--Case studies / *Absenteeism--Costs / *Absenteeism--Case studies.

CAREER PLANNING

1-2 Ie11 .H14c

Hall, Douglas T.

Career development in organizations, by Douglas T. Hall and associates. San Francisco: Jossey-Bass, 1986. 366 p.

Descriptors: *Career planning / *Organizational behavior.

CAREER STAFFING

1-3

Deutsch, Claudia H.

Holding on to technical talent. New York times, p. F4, November 16, 1986.

Descriptors: *Dual career concept / *Career ladders--Case studies / *Promotion / *Professional employees--Utilization.

1-4

Ford, Robert and Frank McLaughlin.

Nepotism: boon or bane? Personnel administrator, 31:78+, November 1986.

Descriptors: *Nepotism / *Personnel policies.

1-5 Ie172 .F76f

Foreign citizens in U.S. science and engineering: history, status, and outlook, prepared by National Science Foundation. Washington, 1985. 175 p.

Descriptors: *Scientists--Employment / *Engineers--Employment / *Foreign nationals--Employment.

1-6

Lee, Chris.

Certification for trainers: thumbs up. Training, 23:56-58+, November 1986.

Descriptors: *Certification / *Training officers--Certification / *Qualifications.

1-7

LoPresto, Robert.

Ethical recruiting: building trust through mutual respect. Personnel administrator, 31:90-91, November 1986.

Descriptors: *Recruitment--Methods.

1-8

Moore, Jack.

Certification revisited. Government accountants journal, 35:44-47, Fall 1986.

Descriptors: *Certification / *Accountants--Certification / *Qualifications.

CAREER STAFFING (Cont'd)

1-9

Much, Marilyn.

Finding a good secretary. Industry week, 231:55-56, October 27, 1986.

Descriptors: *Secretaries--Selection / *Secretaries--Abilities / *Secretaries--Certification.

1-10

Needed: job-specific literacy. Management review, 75:3, December 1986.

Descriptors: *Literacy / *Job factors / *Selection.

1-11 Ie161 .Sch5s 1986

Schneider, Benjamin.

Staffing organizations, by Benjamin Schneider and Neal Schmitt. 2nd ed. Glenview, Ill.: Scott, Foresman, 1986. 478 p.

Descriptors: *Career staffing--Textbooks / *Recruitment--Textbooks.

CHANGE, ORGANIZATIONAL

1-12

Brown, Darrel R.

Ch-ch-ch-change!? Management world, 15:24-25, November-December 1986.

Descriptors: *Change, Resistance to.

CIVIL SERVICE, FEDERAL

1-13 Ie124.5 .B73t

Brauer, Carl.

Tenure, turnover, and post-government employment trends of presidential appointees. Cambridge, Mass.: Harvard University, John F. Kennedy School of Government, 1985. 31 p. (Research in progress no. 4)

Descriptors: *Political executives--Employment / *Labor turnover / Federal government.

1-14

The Civil Service Simplification Act: relying on managerial common sense: an interview with Constance Horner. Defense management journal, 22:14-17, 4th quarter 1986.

Constance Horner is Director, U.S. Office of Personnel Management.

Descriptors: *Civil service reform / *Performance management / Federal government.

CIVIL SERVICE, FOREIGN

1-15

Foster, Charles R.

Germany's diplomatic service blends expertise, continuity. Foreign service journal, 63:33-35, November 1986.

Descriptors: *Germany (West)--Diplomatic and consular service / *Germany (West)--Civil service.

COMMUNICATION

1-16
Feudo, John A.
How to build your speaking power. Supervision, 48:11-13, December 1986.
Descriptors: *Communication techniques / *Public speaking.

1-17
Martin, Bob.
Benefit from creative communication. Personnel journal, 65:65-67+, November 1986.
Partial contents: Razor sharp clarity with the edge; The sweet role of improveMINTS; AT&T's soft sell: the right choice; A uniform approach at Hyatt.
Descriptors: *Communication--Case studies.

1-18
Powell, Jon T.
Are your employees coming in loud and clear? Management world, 15:18-19, November-December 1986.
Descriptors: *Communication.

1-19
Watters, Deborah A.
New technologies for benefits communication. Personnel administrator, 31:110+, November 1986.
Descriptors: *Communication techniques / *Fringe benefits / *Reports to employees.

COMPENSATION

1-20
Beggs, Steven D.
The "lead-lag" problem: adjustments needed for salary comparisons. Compensation and benefits review, 18:44-54, November-December 1986.
Descriptors: *Pay surveys--Administration.

1-21
Gordon, Jack.
Training's 1986 salary survey. Training, 23:35-36+, November 1986.
Descriptors: *Pay surveys / *Training officers--Pay.

1-22
Grant, Dale B.
Total compensation management. Compensation and benefits review, 18:62-67, September-October 1986.
Reprinted from Employee Benefits journal, June 1986.
Descriptors: *Compensation administration.

1-23
Moran, Patrick F.
Equitable salary administration in high-tech companies. Compensation and benefits review, 18:31-40, September-October 1986.
Descriptors: *Compensation administration.

COMPENSATION (Cont'd)

1-24

Premeaux, Shane R., R. Wayne Mondy and Art L. Bethke.
The two-tier wage system. Personnel administrator, 31:92-93+, November 1986.
Descriptors: *Wage system employees--Pay / *Pay systems.

1-25

Robertson, Thomas M.
Fundamental strategies for wage and salary administration. Personnel journal, 65:120+, November 1986.
Descriptors: *Pay administration / *Compensation administration.

1-26

Schechter, Jack H.
The Tax Reform Act of 1986: its impact on compensation and benefits. Compensation and benefits review, 18:11-24, November-December 1986.
Descriptors: *Fringe benefits--Law and legislation / *Taxation--Law and legislation.

COUNSELING

1-27

Anderson, Wayne P. and P. Paul Heppner.
Counselor applications of research findings to practice: learning to stay current. Journal of counseling and development, 65:152-155, November 1986.
Descriptors: *Counseling--Research.

1-28

Bernstein, Beverly J. and Beverly L. Kaye.
Teacher, tutor, colleague, coach. Personnel journal, 65:44-51, November 1986.
Descriptors: *Career counseling--Methods / *Mentors / *Coaching.

1-29

Neiger, Vivian J. and Stephen A. Parker.
Corporate response to family violence. Personnel administrator, 31:116+, November 1986.
Descriptors: *Employee counseling / *Problem employees / *Personnel policies.

1-30

Pawlik, Vicki and Brian H. Kleiner.
On-the-job employee counseling: focus on performance. Personnel journal, 65:31-32+, November 1986.
Descriptors: *Employee counseling--Methods / *Performance evaluation--Methods.

DELEGATION

1-31

Leana, Carrie R.
Predictors and consequences of delegation. Academy of Management journal, 29:754-774, December 1986.
Descriptors: *Delegation--Research / *Job satisfaction research.

DISCIPLINE

1-32

Jacobs, Bruce A.

An apostle of non-punitive discipline. Industry week, 231:123+, November 10, 1986.

Interview with Eric L. Harvey, consultant who co-founded Performance Systems Corporation in Dallas.

Descriptors: *Discipline--Case studies.

1-33

Kravit, Stanley E.

The role of counseling in the disciplinary process. Arbitration journal, 41:60-62, December 1986.

Descriptors: *Discipline / *Counseling.

ELECTRONIC DATA PROCESSING

1-34 Id132 .B48c

Bikson, Tora K.

Computer-mediated work: individual and organizational impact in one corporate headquarters, by Tora K. Bikson, Cathleen Stasz, and Donald A. Mankin. Santa Monica, Calif.: Rand, 1985. 100 p. (R-3308-OTA)

"Prepared for the Office of Technology Assessment."

Descriptors: *Offices--Automation / *Information systems.

1-35

Hughson, Terri L. and Paul S. Goodman.

Telecommuting: corporate practices and benefits. National productivity review, 5:315-324, Autumn 1986.

Descriptors: *Work at home--Case studies.

EMPLOYEE CONDUCT

1-36

Hemingway, Charles W. and Phillip J. Collins.

Enforcement of support obligations against military and Federal employees (Part 1). Federal Bar news & journal (Federal Bar Association), 33:392-395, November 1986.

Descriptors: *Domestic relations--Law and legislation / *Garnishment / *Military personnel / Federal government.

1-37

Monat, Jonathan S. and Angel Gomez.

Decisional standards used by arbitrators in sexual harassment cases. Labor law journal, 37:712-718, October 1986.

Descriptors: *Harassment--Cases.

1-38

Monat, Jonathan S. and Angel Gomez.

Sexual harassment: the impact of Meritor Savings Bank v. Vinson on grievances and arbitration decisions. Arbitration journal, 41:24-29, December 1986.

Descriptors: *Harassment--Cases / *Employee conduct--Cases.

EMPLOYEE CONDUCT (Cont'd)

1-39

Mondy, R. Wayne, Shane R. Premeaux and Clyde Newmiller.
People problems: the office entrepreneur. Management solutions, 31:17-19, December 1986.
Descriptors: *Employee conduct / *Supervisors--Responsibilities / *Problem employees.

EMPLOYEE HEALTH AND MEDICAL CARE

1-40

Cregar, Michael.
Office smoking--under fire. Management world, 15:14-15, November-December 1986.
Descriptors: *Smoking / *Health, Employee / *Personnel policies.

1-41

Franzmeier, Stephen A.
To your health. Nation's business, 74:65, December 1986.
Descriptors: *Physical fitness / *Health, Employee.

1-42

Gelli, Thomas J.
Muscling in on corporate fitness. Defense management journal, 22:18-21, 4th quarter 1986.
Descriptors: *Physical fitness / *Health, Employee.

1-43

Jackson, Susan E., Richard L. Schwab and Randall S. Schuler.
Toward an understanding of the burnout phenomenon. Journal of applied psychology, 71:630-640, November 1986.
Descriptors: *Burn out (Psychology)--Research / *Stress, Psychological--Research.

1-44

Kabanoff, Boris and Gordon E. O'Brien.
Stress and the leisure needs and activities of different occupations. Human relations, 39:903-916, October 1986.
Descriptors: *Stress, Psychological--Research / *Health, Employee--Research.

1-45

Motowidlo, Stephan J., John S. Packard and Michael R. Manning.
Occupational stress: its causes and consequences for job performance. Journal of applied psychology, 71:618-629, November 1986.
Descriptors: *Stress, Psychological--Research.

1-46

Rothman, Miriam.
Mental health and the workplace: a case for employee assistance programs. Compensation and benefits review, 18:33-43, November-December 1986.
Descriptors: *Emotionally disturbed employees / *Mental health services / *Counseling.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

1-47

Sherwood, Martha B.

Justifying health promotion in dollars-and-cents terms. Personnel journal, 65:98+, November 1986.

Descriptors: *Preventive health services / *Health benefit programs / *Medical care--Costs.

1-48

Steyer, Robert.

Sick-building syndrome. Across the board, 23:34-41, December 1986.

Descriptors: *Health, Employee / *Working climate / *Working conditions.

ETHICS

1-49

Edwards, Gary.

Workplace ethics. Management solutions, 31:12-16, December 1986.

Descriptors: *Business ethics.

1-50

Magnet, Myron.

The decline & fall of business ethics. Fortune, 114:65-66+, December 8, 1986.

Descriptors: *Business ethics--Case studies / *Professional ethics--Case studies.

1-51

Van Hoose, William H.

Ethical principles in counseling. Journal of counseling and development, 65:168-169, November 1986.

Descriptors: *Professional ethics / *Counseling.

1-52 Ie478 .T81b

Tuleja, Tad.

Beyond the bottom line: how business leaders are turning principles into profits. New York: Facts on File, 1985. 222 p.

Descriptors: *Business ethics / *Industry--Social aspects.

EXECUTIVES

1-53

Crouse, Janice Shaw.

The managerial woman. Vital speeches of the day, 53:57-60, November 1, 1986.

Descriptors: *Women executives / *Women--Attitudes toward / *Women--Career opportunities.

1-54

Miller, William H.

Trouble at home? Industry week, 231:49+, November 24, 1986.

Descriptors: *Executives--Mental health / *Counseling.

EXECUTIVES (Cont'd)

1-55
Perham, John C.
Executive jobs: the Midwest rebounds. Dun's business month, 128:62-63, November 1986.
Descriptors: *Executives--Career opportunities.

1-56
Sanderson, Susan R. and Lawrence Schein.
Sizing up the down-sizing era. Across the board, 23:14-17+, November 1986.
Descriptors: *Executives--Career opportunities / *Reduction in force.

1-57
Stern, Aimee.
The ins and outs of executive dress. Dun's business month, 128:58-60, November 1986.
Descriptors: *Work clothes / *Executives / *Beauty, Personal.

1-58
Webber, Alan M.
James Callaghan: the statesman as CEO. Harvard business review, 64:106-112, November-December 1986.
Interview with James Callaghan, Prime Minister of England from 1976-1979.
Descriptors: *Executives--Abilities / *Leadership.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

1-59
Bartolome, Fernando and Andre Laurent.
The manager: master and servant of power. Harvard business review, 64:77-81, November-December 1986.
Descriptors: *Executives--Abilities / *Power (Social sciences) / *Executives--Responsibilities.

1-60
Carson, Teresa and John A. Byrne.
Fast-track kids. Business week, p. 90-92, November 10, 1986.
Descriptors: *Executives--Abilities / *Executives--Attitudes / *Work values.

1-61 Id33 .C89c
Cultivating executive stature, by the Research Institute of America. New York, 1985. 24 p.
Descriptors: *Executives--Characteristics / *Leadership style.

1-62
Engel, Paul G.
Have you been 'sacked' by your subordinates? Industry week, 231:58+, November 24, 1986.
Descriptors: *Executives--Characteristics--Case studies / *Subordinates' appraisals.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

1-63
Kovach, Barbara E.
The derailment of fast-track managers. Organizational dynamics, 15:41-48, Autumn 1986.
Descriptors: *Middle managers--Characteristics / *Leadership style.

1-64
Scandura, Terri A., George B. Graen and Michael A. Novak.
When managers decide not to decide autocratically: an investigation of leader-member exchange and decision influence. Journal of applied psychology, 71:579-584, November 1986.
Descriptors: *Executive effectiveness--Research / *Decision-making--Research.

1-65
Schilit, Warren Keith.
An examination of individual differences as moderators of upward influence activity in strategic decisions. Human relations, 39:933-953, October 1986.
Descriptors: *Middle managers--Abilities--Research / *Decision-making--Research.

EXECUTIVES--COMPENSATION

1-66
Hathaway, James W.
How do merit bonuses fare? Compensation and benefits review, 18:50-55, September-October 1986.
Descriptors: *Executives--Pay / *Performance-based pay / *Bonus system.

1-67
Sullivan, Donald E.
The case for nonqualified stock options--history repeats itself. Compensation and benefits review, 18:48-49, September-October 1986.
Descriptors: *Executives--Fringe benefits / *Stock purchase plans.

1-68
Thompson, James H., L. Murphy Smith and Alicia F. Murray.
Management performance incentives: three critical issues. Compensation and benefits review, 18:41-47, September-October 1986.
Descriptors: *Executives--Pay / *Incentive pay / *Performance-based pay.

EXECUTIVES--HEALTH AND MEDICAL CARE

1-69
Braham, James.
Cocaine creeps toward the top. Industry week, 231:34-38, October 27, 1986.
Descriptors: *Executives--Health / *Executives--Mental health / *Drugs / *Drug abusers.

EXECUTIVES--TRAINING

1-70

Johnson, Richard A., James P. Neelankavil and Arvind Jadhav.
Developing the executive resource. Business horizons, 29:29-33, November-December 1986.
Descriptors: *Executives--Training / *Management development.

1-71

Kelleher, David, Peter Finestone and Alex Lowy.
Managerial learning: first notes from an unstudied frontier. Group & organization studies, 11:169-202, September 1986.
Descriptors: *Executives--Training--Research / *Management development--Research.

1-72

Staley, Constance Courtney and Pamela Schockley-Zalabak.
Communication proficiency and future training needs of the female professional: self-assessment vs. supervisors' evaluations. Human relations, 39:891-902, October 1986.
Descriptors: *Executives--Training--Research / *Women executives--Training--Research / *Executives--Abilities and characteristics / *Women executives--Abilities and characteristics.

1-73

Thompson, Paul H., Robin Zenger Baker and Norman Smallwood.
Improving professional development by applying the four-stage career model. Organizational dynamics, 15:49-62, Autumn 1986.
Descriptors: *Management development--Case studies / *Career patterns--Case studies.

1-74

U.S. President, 1981- . (Ronald Reagan)
Establishing an experimental program within the President's Commission on Executive Exchange. Executive Order 12574. November 20, 1986. Weekly compilation of Presidential documents, 22:1591-1592, November 24, 1986.
Descriptors: *President's Commission on Executive Exchange / *Interchange, Personnel / *Management development / *Volunteers / Federal government.

1-75

Wardlow, Penelope S.
Developing public-sector accountants and financial managers: the British approach. Government accountants journal, 35:56-62, Fall 1986.
Descriptors: *Accountants--Training--Comparative studies.

FREEDOM OF INFORMATION

1-76

[Symposium]: Toward a government information policy--FOIA at 20. Public administration review, 46:605-607+, November-December 1986.

Contents: Foreword, by Lotte E. Feinberg and Harold C. Relyea; Editor's note, by Chester A. Newland; Government is information (but not vice versa), by Harlan Cleveland; The Freedom of Information Act: a collage, by John E. Moss and others; Managing the Freedom of Information Act and Federal information policy, by Lotte E. Feinberg; The Supreme Court, the First Amendment, and freedom of information, by Phillip J. Cooper; Privacy, government information, and technology, by Priscilla M. Regan; Access to government information in the Information Age, by Harold C. Relyea.

Descriptors: *Freedom of information--Law and legislation / *Government information / *Information policy / Federal government.

GRIEVANCES AND APPEALS

1-77

Rohan, Thomas M.

Workers check bosses: peer panel makes managers justify decisions. Industry week, 231:33, October 27, 1986.

Descriptors: *Appeals--Methods / *Adverse actions--Appeals.

HANDICAPPED

1-78

Larson, David A.

What disabilities are protected under the Rehabilitation Act of 1973? Labor law journal, 37:752-766, November 1986.

Descriptors: *Handicapped--Law and legislation / *Physically handicapped--Law and legislation.

INCENTIVE AWARDS AND PROGRAMS

1-79

Kanter, Rosabeth Moss.

Holiday gifts: celebrating employee achievements. Management review, 75:19-21, December 1986.

Descriptors: *Incentive awards.

INSURANCE, HEALTH

1-80

Williams, Kenneth R.

Linking risk avoidance and insurance coverage. Personnel administrator, 31:68-74+, December 1986.

Descriptors: *Insurance, Health--Costs / *Preventive health services.

INTERVIEWING

1-81

Kiechel, Walter, III.

How to pick talent. Fortune, 114:201+, December 8, 1986.

Descriptors: *Interviewing.

JOB ANALYSIS

1-82

Birnbaum, Philip H., Gilbert Y. Y. Wong and Jiing-Lih Farh.
The job characteristics model in Hong Kong. Journal of applied psychology, 71:598-605, November 1986.
Descriptors: *Job factors--Research / *Job evaluation--Research.

JOB EVALUATION

1-83

Emig, Michael F.
Job evaluation: the next generation. Personnel journal, 65:52-55, November 1986.
Descriptors: *Job evaluation--Methods.

1-84

McMillan, John D. and Cynthia G. Biondi.
Job evaluation: generate the numbers. Personnel journal, 65:56-63, November 1986.
Descriptors: *Job evaluation--Methods.

JOB SATISFACTION

1-85

Brockner, Joel and Laury Adsit.
The moderating impact of sex on the equity-satisfaction relationship: a field study. Journal of applied psychology, 71:585-590, November 1986.
Descriptors: *Job satisfaction research / *Pay rates--Research / *Women--Motivation--Research.

1-86

Skaret, David J. and Nealia S. Bruning.
Attitudes about the work group: an added moderator of the relationship between leader behavior and job satisfaction. Group & organization studies, 11:254-279, September 1986.
Descriptors: *Job satisfaction research / *Group dynamics--Research / *Management style--Research.

JOB SEARCH

1-87

Arp, Rosemary S., Kay S. Holmberg and John M. Littrell.
Launching adult students into the job market: a support group approach. Journal of counseling and development, 65:166-169, November 1986.
Descriptors: *Job search--Methods.

LABOR-MANAGEMENT RELATIONS

1-88 HD7811 .B29b 1986

Basic patterns in union contracts, by the editors of Collective Bargaining Negotiations & Contracts. 11th ed. Washington: Bureau of National Affairs, 1986. 136 p.
Descriptors: *Collective labor agreements / *Collective bargaining.

LABOR-MANAGEMENT RELATIONS (Cont'd)

1-89
Colosi, Marco L.
The NLRB and the health-care industry. Compensation and benefits review, 18:25-32, November-December 1986.
Descriptors: *Union members / *Health personne / *U.S. National Labor Relations Board.

1-90
Henderson, Richard I.
Contract concessions: is the past prologue? Compensation and benefits review, 18:17-30, September-October 1986.
Descriptors: *Collective bargaining / *Labor contract.

1-91
Nelson, Nels E.
The selection of arbitrators. Labor law journal, 37:703-711, October 1986.
Descriptors: *Arbitrators--Responsibilities / *Arbitrators--Characteristics / *Arbitration--Research.

1-92 HD6508 .P93p 1986
Primer of labor relations, edited by John J. Kenny. 23rd ed. Washington: Bureau of National Affairs, 1986. 167 p.
Descriptors: *Labor-management relations--Handbooks, manuals, etc. / *Labor-management relations--Law and legislation.

1-93
Shaw, G. Jerry and James E. Cradock.
Circuit court allows union to deny attorney representation. Federal career insights, 2:7-8, December 1986.
Descriptors: *Unions--Cases / *Employee rights--Cases / *Attorneys--Cases / *Union members--Cases / Federal government.

1-94
Stepina, Lee P. and Jack Fiorito.
Toward a comprehensive theory of union growth and decline. Industrial relations, 25:248-264, Fall 1986.
Descriptors: *Unions / *Unions--Research / Models and modelmaking.

LABOR TURNOVER

1-95
Hollenbeck, John R. and Charles R. Williams.
Turnover functionality versus turnover frequency: a note on work attitudes and organizational effectiveness. Journal of applied psychology, 71:606-611, November 1986.
Descriptors: *Labor turnover rates--Research / *Labor turnover causes--Research / *Labor turnover--Research / *Organizational effectiveness--Research.

LABOR TURNOVER (Cont'd)

1-96

Rebitzer, James B.

Establishment size and job tenure. Industrial relations, 25:292-302, Fall 1986.

Descriptors: *Tenure--Research / *Labor supply--Research.

LEADERSHIP

1-97

Chemers, Martin M. and Fred E. Fiedler.

The trouble with assumptions: a reply to Jago and Ragan. Journal of applied psychology, 71:560-563, November 1986.

Descriptors: *Leadership--Research / *Leadership--Models.

1-98

Jago, Arthur G. and James W. Ragan.

Some assumptions are more troubling than others: rejoinder to Chemers and Fiedler. Journal of applied psychology, 71:564-565, November 1986.

Descriptors: *Leadership--Research / *Leadership--Models.

1-99

Jago, Arthur G. and James W. Ragan.

The trouble with LEADER MATCH is that it doesn't match Fiedler's contingency model. Journal of applied psychology, 71:555-559, November 1986.

Descriptors: *Leadership--Research / *Leadership--Models.

1-100

Manz, Charles C. and Henry P. Sims, Jr.

Beyond imitation: complex behavioral and affective linkages resulting from exposure to leadership training models. Journal of applied psychology, 71:571-578, November 1986.

Descriptors: *Leadership--Models / *Leadership--Research.

1-101

Mulder, Mauk and others.

Power, situation, and leaders' effectiveness: an organizational field study. Journal of applied psychology, 71:566-570, November 1986.

Descriptors: *Leadership style--Research / *Executive effectiveness--Research / *Organizational behavior--Research.

1-102

Peppers, Larry and John Ryan.

Discrepancies between actual and aspired self: a comparison of leaders and nonleaders. Group & organization studies, 11:220-228, September 1986.

Descriptors: *Leadership--Research.

MANAGEMENT

1-103

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